



## Professional Development - Mentorships Guidelines

### Program overview

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Provides an opportunity for a Western Australian Production Company or practitioner to engage a highly experienced practitioner (mentor) to mentor a mid-career practitioner (mentee) engaged in a specific role, on a specific project.

The Mentorship fund is primarily aimed at providing high level advice and support to key creative and managerial roles on professional film, television and digital productions. The key roles that the Mentorships fund is aimed at are listed below, though Mentorships in other areas may be considered if the applicant provides a strong case supporting the application.

The Mentorships fund is open to all WA production companies and WA resident practitioners.

- Producer
- Line Producer
- Director
- Writer
- Editor
- Director of Photography
- Production Designer
- Costume Designer

### Funding available

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Applicants can apply under this fund at any time. Successful applicants may be offered up to a maximum of \$10,000 (funding is provided directly to the mentor). The level of Screenwest's funding commitment will be determined by the assessment process and the total demand on available funds.

### Eligibility

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An application must first meet the following eligibility criteria in order to be competitively assessed for funding through this program.

The applicant (mentee) must:

1. Meet the general eligibility requirements set out in the Screenwest Terms of Trade.
2. Be a Western Australian resident as per the Screenwest Terms of Trade.
3. Be employed in the role on the project
4. Receive a full credit on the production that they are employed on whilst being mentored and;
5. Have displayed a previous commitment to the area that they are to be mentored in.

The mentor must:

1. Have recognised credits in the area in which they are mentoring
2. Be available to offer creative/and or technical advice and support to the mentee throughout the entire designated mentorship period
3. Not be employed as a crew member on the project that he/she is mentoring on and
4. Be approved by Screenwest.

Supported by

Screenwest will not fund projects that contain material that will bring, or is likely to bring the WA government or Screenwest into public disrepute, contempt, scandal, or ridicule, or which might tend to reflect unfavourably on Screenwest.

## **Terms of funding**

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Funding is provided as a grant. If you are successful, Screenwest will enter into a written agreement with you, specifying the terms of the funding and what you will need to deliver to receive payments.

As funding is provided directly to the mentor, the funding cannot be used to subsidise the wages of the mentee, nor any other key creative or crew positions on the project.

Applications must be received at least three weeks prior to the intended start date of the Mentorship period.

In exceptional circumstances submissions will be assessed at Screenwest Management's discretion and be subject to guidance from the applicant in relevance to that specific situation

**Failure to fulfill acquittal and/or meet deliverable requirements as specified within the funding agreement is a breach of contract. If contractual obligations are not met, Screenwest has the right to recoup funds already paid to the applicant and it may disqualify the recipient from being eligible for future Screenwest funding until outstanding funds are paid back and the matter resolved with Screenwest.**

## **How to apply**

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Prior to submitting an application, it is preferred that the applicant discuss the application with the program contact.

Applicants will need to submit the following:

1. A completed Application Form
2. A completed Mentorships Summary Form (including budget breakdown)
3. Letter of support from the Production Company confirming the mentee's role
4. A Letter of Agreement from the prospective mentor to undertake the role
5. A detailed and structured mentorship program outline
6. A current CV (one page only) of the mentor and
7. A current CV (one page only) of the mentee.

Applications will be accepted from a Production Company and practitioner (jointly referred to as 'the applicant') in association with the proposed mentor. Screenwest acknowledges that different key creative and crew positions require different types and levels of mentorship assistance. A detailed and structured mentorship program must be developed jointly by the practitioner and mentor in association with the Production Company.

Applicants must ensure all requested material is completed and submitted together. Applications that do not include all requested material may not be accepted for assessment.

## Assessment criteria

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Screenwest competitively assesses eligible applications against the following criteria:

1. The applicant's track record
2. The quality of the overall proposal
3. The mentee's relevant experience and their commitment to developing their expertise in their chosen field
4. The strength of the mentorship program provided by the applicant
5. The level of funding and support Screenwest has committed to the production and Production Company
6. The past track record of mentee, mentor and Production Company
7. The benefits and outcomes the mentee, the production, the production company and the Western Australia film and television industry will gain from the mentorship being supported by Screenwest
8. The experience and commitment of the mentor and;
9. The current needs of the WA film and television industry. Screenwest will favour mentor opportunities that address identified key creative and crew positions lacking within Western Australia.

Screenwest will take into consideration whether the applicant has a number of concurrent outstanding projects in development or production that may impact on the quality and timely delivery of further projects as part of its assessment of the application.

Screenwest seeks to reflect the diversity of Western Australia's community on screen and behind the camera, through projects funded and practitioners supported. The funding panel will take into consideration diversity elements of a submission during the assessment process.

## Closing date

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All closing dates are listed on the Screenwest website and are published in the Screenwest e-newsletter. To register for the newsletter go to [here](#).

**All application materials must be submitted by 5:00pm on the specified closing date.**

Applicants should allow plenty of time to submit an application in case of unanticipated problems as late applications will not be accepted.

## Submitting an application

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### ***Emailed applications***

Applications can be emailed to [funding@screenwest.com.au](mailto:funding@screenwest.com.au). Applicants should forward all required application materials in a single email. Application materials are not to be emailed directly to individual staff members.

For emails larger than 8MB, send via Screenwest's Hightail Account by following this link: [hightail.com/u/Screenwest](https://hightail.com/u/Screenwest).

### ***Hard copy applications***

#### *Post applications to:*

Attn Funding Admin Officer - Development  
Screenwest  
PO Box 3275  
East Perth WA 6892

#### *Hand deliver applications to:*

Attn Funding Admin Officer -Development  
Screenwest  
30 Fielder Street  
East Perth WA

Screenwest recommends that mailed applications are sent via registered post. No responsibility is taken for unregistered mail.

### ***Application receipt confirmation***

An application receipt will be forwarded to the applicant within two working days to confirm that Screenwest has received the application. **It is the applicant's responsibility to contact Screenwest if an application receipt has not been received within this timeframe.** Application material(s) will not be returned by Screenwest.

### **Program contact**

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**Wendy Simmons**  
**Screenwest**

E: [wendy.simmons@screenwest.com.au](mailto:wendy.simmons@screenwest.com.au)

T: (08) 6169 2113

**Toll free:** 1800 463 043 (WA country callers only)

Screenwest (Australia) Ltd  
30 Fielder Street  
East Perth WA 6060  
[screenwest.com.au](http://screenwest.com.au)

Applicants should note that just prior to a closing date consultations can be in high demand. Consequently, it is best to telephone or email the program contact for an appointment or general advice well before the advertised closing date.